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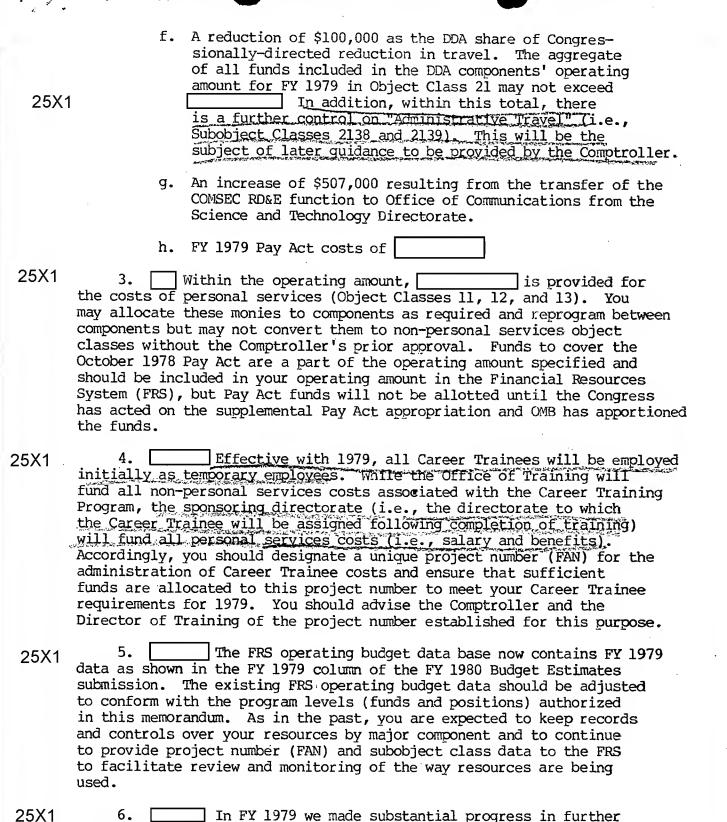
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improving the management of our limited resources, but much remains to be done to reduce the uncertainties associated with providing funds

during the closing months of the fiscal year to meet essential unbudgeted requirements. It is imperative that you continue to exercise candor in identifying surplus funds and to identify early in the year those reprogramming needs which exceed authorization thresholds. Many important and essential activities were kept on schedule during FY 1978 by the forthright and professional way in which managers responded to solve our many and varied resource needs. I encourage your ideas and suggestions for ways to improve our utilization of the FRS to provide better management information.

	our many and varied resource needs. I encourage your ideas and suggestions for ways to improve our utilization of the FRS to provide better management information.
25X1	7. Reprogramming is subject to rules and guidelines prescribed by the Congress. Approval of the DCI is required before Congress is notified or asked to approve any reprogramming action. Congressional notification and/or approval may be required where reprogramming involves:
	any activity which is politically sensitive or which could potentially be embarrasing to the US;
	any activity that has been specifically reduced or stricken from the program by Congressional action (items noted in paragraph 2);
	any proposed significant activity not specifically authorized by Congress;
25X1	an increase of or more in procurement or personal services costs;
	an increase in any R&D program of or more;
	any below-threshold action involving a new program that will result in significant follow-on costs; and

8. The need to ensure adherence to Congressional guidelines as well as the austerity of our program makes it necessary for us to pay particular attention to reprogramming actions. Accordingly, proposals to reprogram non-personal services funds in amounts of \$100,000 or more between major object classes or project numbers (FANs), or in any amount for actions requiring approval or notification of the Congress, must be submitted to the Comptroller for review. The Comptroller will approve, in consultation with the DDCI as appropriate, those reprogramming requests which do not require Congressional notification or approval and will arrange for submission to the DCI and Congress of those that do.

- any item designated of special Congressional interest.

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9. As in the past, the Comptroller will meet as necessary with the deputy directors to review the status of the Agency's financial and manpower situation. At the Comptroller meetings, actions will

be taken to correct imbalances in needs and resources. In preparation for scheduled Comptroller meetings, the directorate will provide the Comptroller with a report within five working days after trend reports are issued. The report shall contain: (1) non-personal services commitments by subobject class and purpose, (2) personal services requirements to year-end by object class, (3) funds available for reprogramming, (4) obligations and unobligated commitments on items of special interest as identified by the Comptroller, and (5) unfunded requirements.

25X1	10. Commitments include only those items on which formal
	action has been initiated to incur obligations, but because of administrative/
	procurement/contract processing and/or other delays, the obligations have
	not been recorded in the FRS. Unfunded requirements should be prioritized
	and listed by categories as "Hard," "High Priority," and "Other." "Hard"
	requirements are those for which CIA has no option but to provide the needed funds in the current year. Other requirements will be
	classified either "High Priority" or "Other" depending on the urgency
	and importance of the need. "High Priority" unfunded requirements
	are those that are not mandatory but are so vital to Agency operations
	as to cause serious damage if not funded in the current year. The
	bulk of unfunded requirements would be designated "Other."
25X1	11. After 31 July 1979, conversions of funds to Property
	Requisitioning Authority (PRA) or PRA to funds will be allowed only when fully justified in writing and the deputy director concerned
	has certified the need.
25X1	12. You are requested to furnish copies of this memorandum
20/(1	to subordinate components as necessary to ensure understanding and
	compliance.
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Frank C. Carlucci

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